

GUIDELINES FOR FILLING THE STUDENT REQUEST FORM

Filling out the Student Request Form accurately is crucial for processing your request efficiently. Follow these guidelines to ensure all necessary information is provided:

- 1. Study Programme:** Indicate the study programme you are enrolled in. This should be the name of your postgraduate degree or diploma, such as "Master of Business Administration"
- 2. Registration Number:** Enter your unique student registration number assigned by the PCBS/FMSC. Ensure the number is accurate as it helps in identifying your records.
- 3. Name in Full:** Write your full name as it appears on your student identity card/Student Portal.
- 4. Contact No:** Provide a valid and active phone number where you can be reached for any follow-up regarding your request. Include the area code if applicable.
- 5. Initial Year of Registration:** Mention the year you first registered for your current study programme. *For example, "2021/22".*
- 6. Current Year and Semester:** Indicate your current year of study and the semester you are in. *For example, "Year II Semester I" or "Year I Trimester I"*
- 7. Exam Year and Month of the examination in which the student was absent (only if applicable):** If your request is related to providing valid reason for absence from an examination, state the specific year and month of the exam(s). *For example, "December 2024" or "June 2024."*
- 8. Request:** tick the appropriate box among "With privilege on medical reasons", "With privilege on other valid reasons" "Deferment", "Programme Transfer under fallback*", "Programme Transfer under early exist*" or "Other". If you choose "Other", state the appropriate subject accurately).
- 9. Details of the request:** a brief description about your request ticked in question 8. Be specific about the circumstances and any relevant dates. If applicable, explain why the request is necessary and how it relates to your academic performance or personal situation.

- If your request is based on obtaining the **with privilege status for an examination based on medical reasons or other valid reasons**, please specify the affected (i) course code(s) and (ii) course title(s) and (ii) date(s) in which the respective examinations were held as per the examination timetable for which the request is applicable. The approval for the with privilege will be given to the stated courses only.

E.G – I have been unable to attend the following course unit(s) of June 2024 Year I Semester II examinations due to a severe medical condition that I had to undergo, thereby request to sit for the following course units with privilege in the next available examination.

Course Code	Course Unit	Examination Date
MAF10201	Business Finance	12.06.2024
MAF10302	Quantitative Methods in Finance	13.06.2024

- If your request is for the deferments, briefly state your reason(s) for requesting the deferment, the length of time you wish to defer (note: the maximum length at a time permitted will be 12 months) and when you want to start the deferment.

E.G. Due to personal health issues that require ongoing treatment, I am unable to continue my studies at this time. I am seeking a deferment with effect from 01.09.2024 to focus on my health and ensure I can return to my studies fully capable of managing the academic workload.

- If your request is for the Transfer between respective two-year and one-year programmes either as early exist* or fallback*, state the (i) current study programme, (ii) Requested Programme and (iii) reasons for transfer.

Please note that transfers between programmes are allowed only in specific cases where such options exist in the respective programmes, and they are subject to strict conditions. You must consult the respective programme coordinator before submitting your request to ensure that your transfer is possible under the respective programme.

10. Supporting Documents Attached: List necessary supporting documents you are attaching with the form. Clearly label each attachment (e.g., Annex 01: Medical Certificate).

11. Signature of the Student: Sign the form to confirm the accuracy of the information provided.

Unsigned forms will not be processed.

Date: Write the date in which you are submitting the form.

Additional Notes:

- **Submission** – Hand over the student request form to the programme office by hand or email the completed form to the relevant Programme Coordinator. Ensure it reaches the Senior Assistant Registrar/FMSC at least 7 working days before the Board of Study Meeting to allow adequate processing time.
- **Accuracy and Completeness:** Double-check all fields for accuracy and ensure that no required information is missing. Incomplete or incorrect forms may lead to delays/rejections in processing your request.
- **Follow-Up:** Keep a copy of the completed form and any attachments for your records. Follow up with the relevant programme office/programme coordinator to ensure that your request has been received and is being processed.
- **Medical Certificates:** Medical certificates submitted as supporting documents must be obtained from a **government registered medical officer**. In the case of submitting medical certificates as a valid reason for absence from an examination, the medical certificate along with the student request must be submitted to the Programme office within two weeks (14 days) after holding the examination for the particular paper

- **Early exist from postgraduate programmes:** In order to be eligible for an early exist, the student request regarding transferring of programme under early exit should be submitted to the programme coordinator/office on or before the last date of his/her first year-end examination.
- The University reserves the right to modify or amend the rules governing student request submissions time to time, at its sole discretion.

By following these guidelines, you will help ensure that your request is handled efficiently and without unnecessary delays.
